

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. IA&I A.G's Audit/2022-23

KOCHI-22

Dated: 20.10.2023

CIRCULAR

Sub:- Audit of Accounts of CUSAT for the period 2022-23 Audit Under Section 14 of the Comptroller and Auditor General's (DPC) Act 1971 – Visit of the Audit Party of Accountant General (Audit) – Intimation – Reg.

Ref :- Letter No AMGII(HQ) I/ III /TP XII /2023-24/ dated 13-10-2023.

MOST URGENT

The Accountant General's Audit Party will be visiting the office on November 6, 2023, to audit the accounts and registers of Cochin University of Science and Technology for the period 2022–23. Therefore, all concerned are requested to make available the files, registers, records/information and other supporting details to them as and when demanded. A list of the records to be produced is enclosed herewith.

All heads of departments and heads of offices are requested to ensure that the absence of staff does not affect the smooth functioning of the audit party and that alternate arrangements are made to produce the required details and replies on time.

It is also requested that when audit enquiries (AEs) are received from the Accountant General's Audit Party, replies and clarifications be furnished immediately so as to produce the same at the camp itself. It is recommended that, whenever necessary, the concerned may directly meet the Accountant General's Audit Party and clarify matters, which will ensure that many of such audit enquiries will be dropped before the audit is completed. Consequently, the subsequent inspection report to be received from the Accountant General's Office would contain a lesser number of audit paras.

Moreover, efforts should also be taken to clear the pending paras connected with the previous years, either by providing additional supporting documents or by clarifying the same by meeting the audit party directly.

This is for information, and please extend wholehearted cooperation in this regard.

Sudheer M S *
Finance Officer

* This is a computer generated document. Hence no signature is required.

Records to be produced

- 1. Cash book and connected records**
- 2. Minutes of meetings of Syndicate Body/ Standing Committee etc.**
- 3. Scheme/Project file**
- 4. Agreements of works executed with work files**
- 5. Stock Registers and files**
- 6. Purchase files**
- 7. Asset Register**
- 8. Register of Advances**
- 9. Annual Accounts, DCB Statements**
- 10. Log Book of Vehicles**
- 11. Service Books**
- 12. Any other records as & when called for.**